

--SPECIFICATIONS-LIST...Assistant Cartographer, Josephine Cummings

1) 1. Logs OSS Maps.

2. Evaluates, corrects, and writes order specifications for graphic material submitted by OSS (color, symbols, scale, grid and registry).

3. Checks order for graphic reproductions.

4. Acts as liaison for graphic and production sections.

5. Writes specifications for drafting sections.

6. Checks all maps and other graphic material from drafting section as follows:

- Scale and grid accuracy
- Name corrections from BGN
- Editorial corrections
- Cartographic corrections

7. Checks map titles and figure numbers against caption list.

8. Checks overlays on base for following:

- Registry
- Duplication of names
- Confusion of symbols or lettering
- Placing of title and legend
- Proper use of plates

9. Checks map coverage for entire JANIS publication for discrepancies in information.

10. Keeps progress record of drafting work.

11. Performs other duties as directed by the Board.

JCS Declassification/Release Instructions on File